

## EPA Official Record

**Mail ID:** c0e1349b76514044a34e3c99385bcd29

**From:** Aoyama, Joyce

**To:** Livingstone, Gail

**Delivered Date:** 05/14/2014 02:59 PM EDT

**Subject:** RE: Versatile Q: changing Series code from 202b, and 202c to 1004b on 17 files...

Sure Gail,

You can update the schedule yourself, especially if you are updating other information. Let me know if you need help. I'm going to try to be online tomorrow and will check my messages throughout the day.

Thank you,

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**From:** Livingstone, Gail

**Sent:** Wednesday, May 14, 2014 11:55 AM

**To:** Aoyama, Joyce

**Subject:** Versatile Q: changing Series code from 202b, and 202c to 1004b on 17 files...

Hi, Joyce,

(I'm only here for another 1/ 2 hr. or so (dental appmt., etc)., so anytime you email me back- is fine, I'll use the info tomorrow, when you're moving, so I figure I'd ask today).

**Question: I'm prepping two boxes of Contracts to send to the FRC. There are 17 files (17 Versatile numbers) involved.**

**Following up on yesterday, when you said you could "globally" change the Series Codes from 202c and 202b to 1004b, how about if I just do it at my end, and that's one more thing DONE?**

Just checking with you to see if this is o.k. Versatile procedure (I can't see why not): to change some, but not all of the 202c and b codes in that data base.

So, as I work with the files (I'm checking for cross-refs. to the Deliverables barcodes, etc), I'll just go into the "Series Code" field and make those changes, eh?

Thanks for always helping as I go along. That tip/ idea from yesterday (to include the three 202b files in with my 202c files, in my Contracts Boxes- works great! Then I don't have to "babysit" three slim 202b files in the Spacesaver as they come to their Destruction dates, one at a time, over the next 3 years- I'm afraid I'd overlook them, and/ or have to write myself bunches of notes (there IS a limit to how many notes I want to deal with!!).

Best,

-Gail

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